



Job Description

Full-time Program Director

Position Summary

The Program Director oversees, plans, and executes Brooklyn Zen Center's in-person and online programming, including workshop, retreats, classes, and special events. In addition to those ongoing offerings, the focus of this position will be overseeing several flagship programs funded by a grant: two year-long BIPOC Zen training cohorts, an annual three-week January Practice Intensive, and a year-long Engaged Dharma Leadership Cohort. The same grant supports this position for the first three years, with possibility of continuation pending successful execution and growth of the programming vision.

Candidates must be committed to fostering inclusivity and participation across race, class, ethnic origin, sexual orientation, gender identity, age, ability, religious commitments, and to find alignment with BZC's mission, vision, and values.

The Program Director reports to the BZC President. This is a full-time 40 hours/week position at \$65k annually, plus a \$500 monthly healthcare stipend.

The Program Director must be based in either Brooklyn, NY, or Millerton, NY with the ability to travel to both, with a mix of in-person and remote meetings and programs. The Program Director may attend BZC retreats and classes for no fee.

Programming Vision

- In close coordination with the Practice Council, create and organize BZC's calendar of programs 6-12 months in advance
- With the support of the Practice Council, build and execute several flagship programs:
 - An annual three-week January Practice Intensive (2026–2028)
 - Two year-long BIPOC Zen training cohorts (2026 and 2028)
 - A year-long Engaged Dharma Leadership Cohort (2027 or 28)
- Brainstorm and execute new programs that creatively bring BZC's mission of embodied training and social engagement to a wider audience
 - Expand BZC's arts and writing programming
 - Continue BZC's "undoing work" around social harm

- o Continue and expand BZC's socially engaged programming, including connecting with Asian American histories and communities, building a BIPOC Zen Training cohort
- Ensure programs reach a broad spectrum of identities and audiences
- Strategically expand BZC's national reach by:
 - o Partnering with other dharma and mission-aligned organizations
 - o Learning from and building connections with other dharma centers
 - o Identifying new communities to attend BZC's programs, and develop an ongoing relationship to BZC

Programming Logistics

- Invite guest teachers and facilitators, and coordinate logistics such as travel, honoraria, supplies, and other needs
- Ensure Teachers, Practice Leaders, Board, and Administrative Staff are in communication around programming vision and logistics
 - o Attend weekly Staff and Admin Council meetings, as well as Practice Council and Board meetings as needed
 - o With the Operations Coordinator, set up and track registrations in Salesforce/C&P for programs
 - o With the Communications and Graphics Coordinator, generate copy, images, advertisements, and promotional materials for programs
 - o With the Development and Membership Manager, find ways to make programs opportunities for donor and board cultivation
 - o Report programming income and attendance to the President and Board
- Oversee programming across BZC's different locations and the particular needs of each:
 - o Brooklyn
 - With the Head of Practice (Tanto), oversee regular schedule of zazen, dharma talks, and retreats
 - Expand offering of workshops and classes, especially Saturday afternoons
 - o Millerton
 - With the Head of Practice (Tanto), oversee and expand offerings at the Millerton Zendo
 - Coordinate garden days, special events, and festivals at Ancestral Heart Temple
 - Coordinate occasional residential retreats with the Watershed Center
 - o Online Programs
 - Facilitate Online Learning Management system for classes and offerings
 - In coordination with Tech Ryo, ensure software and hardware are functioning and up to date
- Generate program reports tracking attendance, revenue, and expenses
- Coordinate volunteer efforts to
 - o Staff programs
 - o Run tech, sound, and documentation of programs

Skills and Requirements

- At least 3 years experience programming with a non-profit organization, preferably dharma related

- Strong written and verbal communication skills
- Familiarity with Salesforce or other CRM a plus
- Commitment to BZC's mission and vision
- Ability to track complex offerings across multiple platforms and locations
- Flexibility, maturity and the ability to work calmly under deadline in a small team
- Ability to work well with highly diverse constituencies

Please submit a resume and cover letter to director@brooklynzen.org. BZC hopes to fill the position by early April.

Brooklyn Zen Center Mission Statement

Brooklyn Zen Center is an embodied training community in the Soto Zen tradition. We aspire to offer opportunities to realize personal and collective liberation through the cultivation of an intimate, ethical, and just relationship with ourselves and all beings. Our vow to practice undoing harmful and oppressive conditioning compassionately transforms our world.

Brooklyn Zen Center is an equal opportunity employer, recognizing that our community's strength and liberation lies in a wisdom born of all our views and voices.